**JOB OBJECTIVE**: Teacher/ Secretary/ Office Assistant/ Receptionist

**SUMMARY**

* Skilled in accomplishing multiple tasks to achieve project completion and client satisfaction.
* Excellent communication skills that have led to productive working relationships with clients and staffs.
* Organized and detail-oriented; knack for understanding procedures and logistics quickly. Acquire new technical skills easily.
* Computer literate on in various Window-based software such as MS Word, PowerPoint, Excel. Capable in editing pictures, files and presentation using Microsoft and other applications.

**RELEVANT PROFESSIONAL EXPERIENCE**

**Teacher, Cagayan State University- Carig Campus**

**CHED-PUBLIC SCHOOLS, Philippines** ***(June 2013- May 2015)***

* Used MS Word, PowerPoint an Excel to support instruction
* Complied with reporting timelines and other time-sensitive information and compliance requests.
* Utilized business letters, conferences, and phone conversations to keep parents, students and colleagues updated.
* Maintained an open mind and participated in collaborative planning, reflection and decision making, respecting and considering thoughts of colleagues.
* Frequently used Microsoft Word and PowerPoint as instructional tool.
* Improved student academic achievement scores by revising lesson plans according to student data analysis.
* Collaborated with other staff members and planning teams.

**Office Assistant/ Teacher, University of Cagayan Valley**

**CHED-PRIVATE SCHOOL, Philippine**s ***( June 2015-March 2016)***

* Performed clerical duties such as scheduling appointments, typing, filing and photocopying.
* Submitted accomplishment reports of the department.
* Prepared data and reports towards the ISO & AACUP Accreditation.

**EDUCATION**

2013-2015 Saint Paul University of the Philippines,

Philippines

**Master of Science in Teaching**

Major in Physical Education

June 2013-March 2015

2009-2013 Cagayan State University- Carig Campus

Philippines

**Bachelor of Science in Physical Education**

Major in Music, Arts, Physical Education & Health

June 2009-April 2013

* Graduated as ***Cum Laude***: **General Weighted Average (GWA)- 1.50**
* Campus Socio-Cultural Awardee
* Leadership Awardee
* Service Awardee
* Recipient of Academic Scholarship (Dean’s Lister)
* Recipient of Trillanes Scholarship

2005-2009 **Ballesteros National High School, Balesteros**

* Outstanding Athlete of the Year- Palarong Pambansa Qualifier in Gymnastics (National Level)
* CAVRAA (Regional) Gold Medalist in Rhythmic Gymnastics (Team Event)
* CAVRAA(Regional)Silver Medalist in Rhythmic Gymnastics (Ribbon)
* CAVRAA(Regional)Bronze Medalist in Rhythmic Gymnastics (Rope)
* Graduated with Honors

1999-2005 **Cabaritan West Elementary School, Ballesteros**

* Salutatorian

**LICENSES**

September 2013 Licensed Professional Teacher

# November 2014 National Officiating Official in Badminton (PASUC)

**PROFESSIONAL DEVELOPMENT**

* National Training for Trainers in Grade 10 ( K to 12) Curriculum )
* National Sports Science for Functional Movement (Training Female Athletes)
* 2nd National Training for Officiating Officials
* Trainer in the Regional Mass Training for Grade 10 Teachers in MAPEH
* The Science of Sports Coaching
* Outcomes-Based Education Training Workshop
* ISO Training and Communication Management Workshop
* Gender Sensitivity Training
* Training Workshop on Professional Enhancement Program
* Disaster Preparedness, Rescue and First-Aid Lecture Demo Seminar
* Summer Clinic Arnis Training
* Archery Sports Training
* Seminar Training on k to 12
* Seminar on the Understanding By Design Framework
* Employment Seminar
* Seminar on Food Safety
* 1st Regional Dance Seminar Workshop
* Computer Literacy Program
* Cagayan Youth Summit 2013
* Facilitator in the 2nd National Training for Officiating Officials
* Facilitator in the National SCUAA 2015
* Facilitator in the Lecture-Demonstration Training
* Cooperator in the 1st Luzon Inter-RDC Secretariat Productivity Olympics
* Facilitator in the 2012 University Meet
* Facilitator in the Get Fit Run CSU
* Facilitator in the Archery Sports Training
* Facilitator in the Summer Clinic Arnis Training
* Facilitator in the First-Aid Seminar Workshop
* Facilitator on Professional Enhancement Program
* Facilitator in the Summer Workshop

**Personal Information:**

DATE OF BIRTH: **MARCH 30, 1993** AGE: **23**

PLACE OF BIRTH: **MACONACON, ISABELA** NATIONALITY: **FILIPINO**

RELIGION: **ROMAN CATHOLIC** LANGUAGES: **FILIPINO AND ENGLISH**

STATUS: **SINGLE**

Always drawn towards this great profession, I want to apply for any vacant position available suited for my qualifications. My resume is enclosed for your review. Given my related experience and ample capabilities I would appreciate your consideration for this job.

I completed my Bachelor of Science in Physical Education in the year 2013 and was able to pass the September 2013 Licensure Examination for Teachers. After graduating, I was immediately hired as an Instructor in the College of Human ,Cagayan State University and was able to finish my Master’s Degree last March 2015.

Related to my teaching experience are my exposures on various activities which focused on management, computer literacy and communication. Experience has taught me how to build strong relationships with any departments at any organization. I have the ability to work within a team as well as cross-team. I believe that your office would give me the opportunity to learn more things in my chosen field and that it would hone my skills further.

I hope that this application merits your approval. God Bless!

Sincerely,

**First Name of Application CV No:** **1673250**

Whatsapp Mobile: +971504753686

